



Assistant Director, Planning

Department: Planning

Class Code: 6423

EEO Code: 22

FLSA: E

Effective: 01/06/1993

GENERAL STATEMENT OF DUTIES:

Under administrative direction; performs work of considerable difficulty in coordinating, managing and directing the operations of the Planning Department's Development Review Section; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Coordinates, manages and directs zoning, plan review, public information and code enforcement functions; provides professional planning and land use guidance to the Board of Supervisors, Planning Commission and other officials; communicates official plans, policies and procedures to staff and the general public; coordinates, manages and directs the activities of appointed committees advising the Planning Department on development review related activities; coordinates department activities related to development review with other departments and agencies as needed; responds to local citizens inquiring about County planning and zoning regulations and ordinances; resolves complex disputes between planners and applicants; prepares a variety of studies, reports and related information for decisionmaking purposes; assists Board of Supervisors, Board of Zoning Appeals and Planning Commission in their decision making processes; represents County position on certain zoning requests to Board of Supervisors; ensures the maintenance of accurate and complete records of development review activities; prepares and administers annual operating budget; assures that assigned areas of responsibility are performed within budget; studies and standardizes procedures to improve efficiency and effectiveness of operations; interviews, trains, supervises, counsels and evaluates employees; assists with the preparation of the Comprehensive Plan to assure its maintaining, interpreting and updating the zoning and subdivision ordinances; coordinates the work of the County's Site Selection Team; assumes duties of the Director in his absence; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Comprehensive knowledge of land use, site planning and physical planning principles; of laws pertaining to land use development planning; considerable knowledge of personnel management and budget administration. Considerable skill in directing and coordinating planning projects; in supervision of staff; in effective oral and in written communication with architects, contractors, developers, owners, supervisors, employees and the general public; in establishing effective working relationships; in operating personal computers.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a master's degree in planning, public administration or related field and six years of progressively responsible supervisory experience in the planning field; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
